

# Staff Summary Report

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**Council Meeting Date:** November 13, 2003

**Agenda Item Number:** 4

**SUBJECT:** Request to approve acceptance of \$53,297 Federal FY 2003 Library Services and Technology Act grant *1-2-3 Read Tempe!*, a reading readiness and library awareness program for parents and their preschool children, as awarded to the Tempe Public Library.

**DOCUMENT NAME:** 20031113cstm01 **COMMUNITY SERVICES ADMIN (0701-01)**

**SUPPORTING DOCS:** Yes

**COMMENTS:** N/A

**PREPARED BY:** Teri Metros, Deputy Community Services Manager—Library (480-350-5551)

**REVIEWED BY:** Tom Canasi, Community Services Manager, (480-350-5305)

**LEGAL REVIEW BY:** Ron Dunham, Assistant City Attorney (480-350-8814), as to form only.

**FISCAL NOTE:** The City will receive \$53,297 in grant funds. Existing allocated budget funds will cover program administration costs.

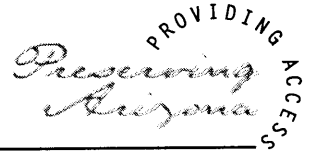
**RECOMMENDATION:** Recommend that Council approve acceptance of Federal FY 2003 Library Services and Technology Act grant *1-2-3 Read Tempe!*, authorize the Deputy Community Services Manager-Library to act as the fiscal agent for the grant funds, and authorize the Mayor to execute the necessary documents to receive the grant funds.

**ADDITIONAL INFO:**



ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS

GladysAnn Wells, Director



October 17, 2003

Sherry Warren  
Tempe Public Library  
3500 S. Rural Road  
Tempe AZ 85282

Dear Ms. Warren:

I am pleased to inform you that your FY-2003 Library Services and Technology Act (LSTA) grant application **1-2-3 Read Tempe!** has been reviewed and approved by the State Library for full funding in the amount of \$53,297. This award has been increased by \$5,000 to fund a consultant to evaluate the program and write a detailed report which may be used by the State Library. Funds may be used to offset consultant fees and printing costs. The report should include a discussion of how this program relates to Family Place.

The application that you submitted, along with criteria outlined in this letter, will be the only contractual documents necessary for the implementation of your project. Enclosed is a signed copy of your application. Federal funds can only be used as stipulated in the application and this letter, and State Library staff may monitor projects periodically.

Enclosed you will find a sheet on "Managing Your LSTA Grant Award." Please keep and refer to this sheet for information on federal regulations, requesting your grant funds, acknowledging the Arizona State Library Archives and Public Records and LSTA, and final reports.

Please note that all grant funds must be spent prior to August 2, 2004. Your final report is due by September 1, 2004.

LSTA Consultant, Laura Stone is responsible for the distribution of funds and any ongoing administration of the file materials including, but not necessarily limited to, the final report. If you have any questions concerning your application or other supporting documents, please contact Laura at [lstone@lib.az.us](mailto:lstone@lib.az.us) or call her at 602-542-5841 or 1-800-255-5841 statewide.

Sincerely,

GladysAnn Wells

C: Laura Stone  
Teri Metros  
Jane Kolbe

STATE CAPITOL

1700 West Washington Street-Room 200 • Phoenix, Arizona 85007-2935 • Home Page: <http://www.lib.az.us>  
Phone: (602) 542-4035 • FAX: (602) 542-4972 • E-mail: [gawells@lib.az.us](mailto:gawells@lib.az.us)

An Equal Opportunity Employer

**Tempe Public Library**

**1-2-3 Read Tempe!**

Applicant

Project Name

**PART III - Budget**

(Round all amounts to nearest dollar)

**LSTA Funds**

**Local Funds**

(cash or in-kind)

**Total Funds**

1. <u>Salaries &amp; Benefits</u> (List each position separately)	— NA —	\$ 15,501	\$ 15,501
<u>Project Manager</u>	— NA —	\$ 8,216	
<u>Outreach Coordinator</u>	— NA —	\$ 5,840	
<u>Graphic Designer</u>	— NA —	\$ 1,445	
2. <u>Contractual Services</u> (List each Vendor separately)	\$ 26,147	\$	\$ 26,147
<u>AZ Learning &amp; Literacy Foundation</u>	\$ 6,900	\$	
<u>Reading Specialist</u>	\$ 1,500	\$	
<u>Video Production</u>	\$ 5,000	\$	
<u>Printing</u>	\$ 5,700	\$	
<u>Tax and Shipping</u>	\$ 2,547	\$	
<u>Evaluator</u>	\$ 4,500	\$	
3. <u>Travel</u>	\$	\$	\$
4. <u>Equipment</u>	\$ 12,050	\$	\$ 12,050
5. <u>Software</u>	\$	\$	\$
6. <u>Library Collection Materials</u> (Print & Non-Print)	\$ 14,600	\$	\$ 14,600
7. <u>Supplies</u>	\$	\$ 500	\$ 500
8. <u>Other</u> (specify) (Evaluation Printing & Copying)	\$ 500	\$	\$ 500
<b>TOTAL</b>	\$ 53,297	\$ 16,001	\$ 69,298

Signature for Applicant \_\_\_\_\_

Date \_\_\_\_\_

Library Services and Technology Act

FY-2003 LSTA

COMPETITIVE GRANT APPLICATION

**PART I - General Project Information**

23-038 231-3-2-(16)

1. Applicant Organization Name: Tempe Public Library

3500 S. Rural Road Tempe 85282  
Mailing Address P. O. Box / Street City Zip Code

2. Library Type: ☒ Public ☐ School ☐ Academic ☐ Special/Museum ☐ Multitype

3. Project Contact Person: Sherry Warren, Youth Services Supervisor

Mailing Address, if different from above P. O. Box / Street City Zip Code

Telephone # FAX # E-mail address

4. Identify the Guidelines category for which you are applying by marking one of the boxes below.

- ☐ Information Technology  
☐ Cultural Diversity  
☐ Community Focal Point  
☒ Families and Children  
☐ Strategic Partnerships

5. Amount of Grant Funds You Are Requesting Amount: \$ \$48,297 + 5000 =  
53,297

6. Project Name: 1-2-3 Read Tempe!

7. County in which project will be implemented: Maricopa

Project in U. S. Congressional District: (provide number or numbers between 1 and 8) 5

Project in Arizona Legislative District: (provide number or numbers between 1 and 30) 17

Arizona FY-2003 Competitive Grant Application (continued)

8. Project Summary: In the space provided below, give a concise description of the project reflecting the intent and activities as described in the project narrative and who will benefit from the project. Limit yourself to the space provided below.

1-2-3 Read Tempe! is a reading readiness and library awareness program aimed at providing parents with the knowledge and learning resources which they will need to help their preschool children develop the early literacy skills required to become effective readers and learners. The program is comprised of the following elements: (1) Parent education workshops on infant brain development, reading readiness, and getting your child ready to read. (2) Reading readiness screenings by certified professionals. (3) Special circulating collections of beginning readers, preschool ESL materials, and family literacy information. (4) Access to electronic learning systems that will entertain and stimulate children as they learn basic concepts as the alphabet and phonics. (5) A preschool library card incentive program.

9. Identify your project as one of the purposes of LSTA:

- ☐ Electronic linkages among libraries  
☐ Electronic linkages with others  
☐ Accessing information electronically  
☐ Electronic consortia / Sharing  
☒ Targeted Services

10. Estimate the number of persons to be directly served by your project: 5,000  
How did you calculate this amount? Estimated preschool and kindergarten enrollment

11. Identify the User Groups to be served by your project. (Check all that apply)  
in Tempe and Kyrene School Districts

- ☒ Children 0 - 12  
☐ Youth 13 - 17  
☒ Adults 18 - 64  
☐ Elderly 65 +  
☐ Other  
☐ Mixed

12. List Participating Organization(s), if applicable. Include all necessary contact information.  
Tempe Public Library; Tempe Elementary School District, Kyrene School District;  
Arizona Learning and Literacy Foundation

13. Identify which of the following National Education Goals your project will address? (if any)  
☒ School readiness ☐ Adult Literacy

14. As the primary applicant do you meet all the eligibility criteria for a library? ☒ Yes ☐ No

15. If no, what criteria are you lacking? \_\_\_\_\_

16. I have read all the requirements for my grant application category and my project can satisfy them. ☒ Yes ☐ No

17. Is your project ☒ New ☐ Continuing

**PART II - Detailed Project Description**

*(Do not exceed one page per item number)*

1. **Project Justification:** Explain what problem you are trying to resolve, why this project is needed, or what new opportunities will be available as a result of your project and who will benefit from it. Be sure to target the audience most relevant to your project. Tell us how this project relates to your library's mission or plan.
2. **Project Outcome:** Using the competitive grant guidelines for your grant category list the specific required outcome(s) you will meet.
3. **Project Description:** Describe the specific project activities or methods for achieving the above stated outcome, including planning, implementation, and publicity (when appropriate). Give specific information about numbers of programs, types of activities, location of events, travel, training, etc.
4. **Project Products:** Using the competitive grant guidelines for your grant category list your specific required project product(s).
5. **Project Evaluation:** Using the competitive grant guidelines for your grant category list the specific evaluation requirement(s) you intend to measure. Give a detailed description on how you will measure the stated evaluation requirement (ie. survey, interview, focus group, etc.) Be sure to say who you will evaluate and when.
6. **Project Participants:** Provide a list of project personnel, the organization they represent and a description of their duties for this project. Be certain you have at least one person assigned for each activity including planning, evaluation, reporting and an overall project director. If special skills/expertise are necessary for a participant briefly, list their qualifications.
7. **Project Timeline:** Match each project activity with a starting and ending date. Keep in mind that funds are available no earlier than October 24, 2003 and all federal funds awarded need to be spent by August 2, 2004.  
**Plan accordingly.**
8. **Project Budget:** Provide a more detailed explanation and justification of the proposed LSTA expenditures that have been included on the budget page. Quotes, estimates, mileage, and other methods of calculating budget items should be listed here. Although in-kind services or funds are not required, please be sure to describe any in-kind contributions. Please note:
  - Existing employees of your organization will not be paid out of LSTA funds, but may be listed as a local in-kind contribution.
  - Indirect costs or administrative costs are **not allowed** in this program.
  - Round all numbers to the nearest dollar.
  - LSTA will not cover any food or entertainment costs.

Arizona FY-2003 LSTA Competitive Grant Application (continued)

<b>PART III - Budget</b> (Round all amounts to nearest dollar)	<b>LSTA Funds</b>	<b>Local Funds</b> (cash or in-kind)	<b>Total Funds</b>
1. <u>Salaries &amp; Benefits</u> (List each position separately)	— NA —	\$ 15,521	\$ 15,521
<u>Project Manager</u>	— NA —	\$ 8,216	
<u>Outreach Coordinator</u>	— NA —	\$ 5,840	
<u>Graphic Designer</u>	— NA —	\$ 1,445	
_____	— NA —	\$ _____	
2. <u>Contractual Services</u> (List each Vendor separately)	\$ 21,647	\$ 0	\$ 21,647
AZ Learning & Literacy Foundation	\$ 6,900	\$ _____	
<u>Reading Specialist</u>	\$ 1,500	\$ _____	
<u>Video Production</u>	\$ 5,000	\$ _____	
<u>Printing</u>	\$ 5,700	\$ _____	
Tax & Shipping	2,547		
3. <u>Travel</u> (compute at state rate)	\$ _____	\$ _____	\$ _____
4. <u>Equipment</u>	\$ 12,050	\$ _____	\$ 12,050
5. <u>Software</u>	\$ _____	\$ _____	\$ _____
6. <u>Library Collection Materials</u> (Print & Non-Print)	\$ 14,600	\$ 0	\$ 14,600
7. <u>Supplies</u>	\$ _____	\$ 500	\$ _____
8. <u>Other</u> (specify)	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	<b>\$ 48,297</b>	<b>\$ 16,021</b>	<b>\$ 64,318</b>

**Certification of Application**

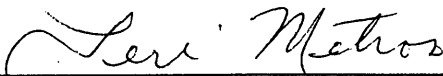
I certify the preceding application of the Tempe Public Library (name of library) to be true and accurate to the best of my knowledge. On behalf of all organizations participating in this application, I hereby assure and certify that I will comply with all regulations, policies, guidelines and requirements pertinent to the application and to the use of Federal funds. If this application is approved, I certify that the project will begin promptly, and will be completed as described herein.

Teri Metros

Name of person authorized to apply for grant funds for the APPLICANT ORGANIZATION

Deputy Community Services Manager-Library

Title of person authorized to apply for grant funds for the APPLICANT ORGANIZATION



Signature of person authorized to apply for grant funds for the APPLICANT ORGANIZATION

Date

**— IMPORTANT —**

**This form MUST be postmarked no later than August 1, 2003 in order to be eligible for consideration. Please type or print clearly.**

**MAIL COMPLETED APPLICATION TO:**

LSTA Consultant  
Library Development Division  
1100 West Washington  
Phoenix, AZ 85007



Gladys Ann Wells, Director - Arizona State Library, Archives and Public Records

10/10/03

Date



## 1. Project Justification:

It has been the observation of the Tempe Public Library's Youth Services and Outreach staff that there is a great need to provide in-depth family literacy programs in the Tempe community, with a particular emphasis on reaching out to at risk, low-income families. This observation has been reinforced since the opening of the Tempe Public Library Resource Center located within the Escalante Multigenerational Center, a facility that serves a high concentration of low income and or minority families. Many of the parents residing in this neighborhood had never taken their children to the library nor were they aware of the important role that parents must play in developing early literacy skills. While some progress has been made since the Library began providing services at this location, there is a need for in-depth training for these parents. A similar observation has been made at Tempe's main library facility.

Contrary to Tempe's popular image as a progressive university community, many Tempe children are living below the poverty line. At over 14%, Tempe has the highest number of children are living in poverty among the five most populous communities in the East Valley. Over 57% of Tempe Elementary School District students are participants in the free and reduced lunch program. Minority enrollment rates for the district have increased by over 85% since 1990 and over 125 languages are spoken in the Tempe schools. Many of these children come from families who, because of economic hardships or cultural differences, do not have books or educational toys available for their children's use or an understanding of their need to play a more active role in their child's educational development. This can be demonstrated by the fact that over 25% of the students within the Tempe Elementary School District are two years or more behind in English language learning and 11% are enrolled in special education programs.

As stated in it's mission statement, the Tempe Public Library places a special emphasis on supporting students at all academic levels and on stimulating children's interests and appreciation for reading and learning. Through the programs, services, and materials provided through *1-2-3 Read Tempe!*, the Tempe Public Library will be able to inform and train the parents of preschoolers so that they may play a critical role in the development of their children's reading and learning skills.

**2. Project Outcome:** The following required project outcomes will be met:

- Children read more and literacy improves for children through new programs and services that result from school and library partnerships.
- Families' quality of life improves through enhanced programs and services that result from collaboration between libraries and youth and family support agencies, state or non-governmental.

**3. Project Description:** 1-2-3 Read Tempe is comprised of the following program elements:

- (1) Parent education workshops:** A series of three individual parent literacy training workshops will be held at both the central library and at the Tempe Public Library Learning Resource Center at the Escalante Multigenerational Center. Each workshop will be repeated three times at both locations (morning, evening, and weekend sessions) to facilitate access by working parents. Registration for each session will be limited to 30 participants. The first workshop will focus upon infant brain development and will be presented by the Library's Outreach Coordinator who has been trained by the New Directions Institute for Infant Brain Development. The workshop will provide information on infant brain development from the pre-natal stage to three years of age and will teach parents methods for promoting infant development, and emphasizing the concept of the parent as the first teacher. At the end of each workshop, participants may check out a "Brain Box" for home use. The box includes toys and activities for parents to use with their children to stimulate different parts of their brain. The second workshop will focus upon reading readiness awareness training and will be conducted by instructors from the Arizona Learning and Literacy Foundation. It will provide parents with information on reading readiness and reading predictors with the focus on preschool children. The third workshop, "Getting Your Child Ready to Read" will focus on strategies and activities for the emergent reader. It will feature presentations by a certified reading specialist who will present parents with methods for developing important pre-reading skills. The Library's Youth Services Supervisor will discuss reading materials for preschool emergent readers and will provide participants with a suggested reading list. A collection of recommended beginning readers and preschool ESL materials will be available for check-out by the participants.
- (2) Reading readiness screenings:** Three "Camp Good Start" sessions, provided by the Arizona Learning and Literacy Foundation, will be held at both the main library and at the Escalante Center. This program will provide participants with the opportunity to have their children screened by certified professionals in order to determine whether they have the early literacy skills they will need to become successful readers. The screening is comprised of five elements: vision, hearing, motor skills, speech, and phonological/print awareness. Parents will be provided with a printed assessment following the screenings.
- (3) Special collections of print and audio-visual materials for preschool children and their parents:** Collections of materials for both parents and preschoolers will be offered to program participants. They will be housed on mobile units so that they may be readily transported to training sessions and made available at the community center. Materials for parents would cover titles on family literacy topics and children's literature. In addition to books, a literacy information center featuring free brochures on family literacy topics and services would be offered at both sites. The preschool collection would feature paperback editions of recommended beginning readers. Emphasis would also be placed upon preschool ESL materials with an emphasis on Spanish, Asian, and eastern European languages.
- (4) Electronic learning systems:** Ninety electronic learning systems will be purchased and made available for check-out by program participants. These electronic learning toys will entertain and stimulate children as they learn basic concepts such as the alphabet and phonics. A selection of Spanish language materials will be purchased.
- (5) Preschool Library Card Campaign:** A special 1-2-3 Read Tempe! library card campaign will be developed and marketed to encourage parents to register their preschool children for library cards. A colorful library card, specific to the campaign, will be designed, as well as a color promotional flier. The campaign will be marketed through the Tempe Elementary and Kyrene school districts, as well as to charter and private schools via a specially produced video program that will be sent to each school. A key element of the program would be the presentation of an incentive prize upon the child's first visit to the library to register for a library card.

4. **Project Products:** The following project products would be produced:

- (1) **Parent Literacy Training Workshops:** Three individual workshops will be offered at both the main library and at the Tempe Public Library Learning Resource Center at the Escalante Community Center. Each session will be offered three times at each location..
- (2) **Reading Readiness Screenings:** Three screening sessions will be held at the main library and at the Escalante Community Center.
- (3) **Special Book Collections and Literacy Information Centers:** 1-2-3 Read Tempe circulating book collections for both parents and preschoolers will be developed and made available at both program sites. Brochure display units providing free information on family literacy topics would be made available at both locations.
- (4) **Electronic Learning Systems:** Electronic learning systems to assist in the development of reading skills will be made available for check-out.
- (5) **1-2-3 Read Tempe Library Card Campaign Materials:** A logo and design concept for the 1-2-3 Read Tempe project will be developed and used on a special library card for the target group, color promotional fliers, and posters, etc. .
- (6) **1-2-3 Read Tempe Video Program:** Fifty copies of the program will be made produced to insure that a copy is distributed to the 37 elementary schools in the Tempe and Kyrene districts. Additional copies will be made available to local charter and private schools.

5. **Project Evaluation:** The follow project goals will be evaluated:

- (1) **Parents will gain an a greater understanding of the critical role which they must play in the development of their children's literacy skills:** Pre-and post-program surveys will be administered to participants in the family literacy workshops to assess program participant's knowledge.
- (2) **Parents will spend more time in family literacy activities with their children:** Pre- and post-program surveys to determine both their type of involvement (reading to their children, participating in educational games, etc) and the time devoted to such activities will be developed. This will be administered to participants in the family literacy workshops.
- (3) **Preschool children will improve their reading skills through the use of educational learning systems:** This will be evaluated by providing each child who checks out a system with a reading log to record their progress in completing the stages of the learning systems.
- (4) **Increased usage of the library by preschoolers:** This will be evaluated by a comparative analysis of the number of library cards issued to preschool age children before and after the completion of the project. In addition to library cards issued, circulation counts for beginning readers and preschool ESL materials will be tabulated prior to the beginning of the program and throughout the program cycle.

**6. Project Participants:**

**Sherry Warren, Youth Services Supervisor, Tempe Public Library, Project Director:** Sherry will be responsible for the coordination of all operational aspects of the project. In this capacity, she will be responsible for preparing required reports, oversight of grant expenditures, and coordination of program activities including interactions with partner agencies, development of evaluation instruments, hiring of program personnel, and program promotion

**Nicholas Escalante, Community Education Coordinator, Tempe Public Library Learning Resource Center, Escalante Community Center:** Mr. Escalante will present the infant brain development training programs. He has received training from the New Directions Institute for Infant Brain Development on this topic and has been qualified by that organization to provide infant brain development training. In addition to this role, he will also be responsible for outreach and program promotion to community members, with a focus upon connecting with minority populations.

**Rachel Passon, Arizona Learning and Literacy Foundation.** Ms. Passon will be responsible for the coordination of Camp Good Start screening programs and reading readiness trainings.

**Michelle Gurrieri, City of Community Relations Coordinator.** Ms. Gurrieri will be responsible for the graphic design of program logo and the development of design concepts for program fliers, posters, preschool library card, and other promotional uses.

**Tempe Elementary School District:** Library staff will work with Tempe district educators and librarians to identify families who could benefit from the program.

**Kyrene School District:** Library staff will work with Tempe district educators and librarians to identify families who could benefit from the program

## 8. Project Timeline

October 2003	Meet with program participants to confirm grant acceptance and review participant roles, facility needs, and final schedule.
October 2003	Select video production firm and begin pre-production work for program promotional video.
October 2003	Develop program logo and graphic design concepts for printed promotional materials.
November 2003	Select and acquire special collection materials, literacy information fliers. Select and purchase display equipment.
November 2003	Develop pre and post program survey instruments. Develop reporting mechanism to program evaluation elements.
November 2003	Order electronic learning systems and system program materials. Process for public circulation.
December 2003	Develop and publish recommended reading lists to used in conjunction with program offerings.
December 2003	Production of program promotional items including preschool library cards, program fliers and posters.
December 2003	Promotional materials and program information distributed to local educators and community members. Press releases issued to inform community.
January 2004	Preschool library card campaign begins
January 2004	Registration for family literacy training programs begins.
February 2004	Infant brain development classes conducted at library at both locations. Pre program survey conducted.
March 2004	Reading readiness classes conducted at library and Escalante.
April 2004	"Getting your child ready to read" classes conducted at both locations.
May 2004	Camp Good Start screenings begin at both locations
May 2004	Administration of post program survey instrument to program participants.
June 2004	Preschool library card program ends.
June 2004	Analysis of program evaluation data
July 2004	Preparation of final program report

## 7. Project Budget

<b>1. Salaries (In Kind Contribution):</b>	<b>\$15,521.00</b>
<ul style="list-style-type: none"><li><b>Project Manager and Instructor:</b> Compensation rate of \$35 per hour, 7.65% FICA, 5.2% ASRS Project management duties, 180 hours Instruction and Preparation time, 28 hours</li></ul>	\$8,216.00
<ul style="list-style-type: none"><li><b>Outreach Coordinator and Instructor:</b> Compensation rate of \$25 per hour, 7.65% FICA, 5.2% ASRS Outreach activities, 180 hours Instruction and preparation time, 28 hours</li></ul>	\$5,860.00
<ul style="list-style-type: none"><li><b>Graphic Designer</b> Compensation rate of \$32 per hour, 7.65% FICA, 5.2% ASRS Design of logo and brochure, 40 hours</li></ul>	\$1,445.00
<b>2. Contractual Services</b>	<b>\$21,557.00</b>
<ul style="list-style-type: none"><li><b>Arizona Learning and Literacy Foundation</b> Camp Good Start, 6 screenings @ \$900 Reading Readiness Instruction, 6 programs @ \$250</li></ul>	\$6,900.00
<ul style="list-style-type: none"><li><b>Reading Specialist/Getting Ready to Read Program</b> 6 programs @250</li></ul>	\$1,500.00
<ul style="list-style-type: none"><li><b>Video Production</b> Including script, pre-production, filming and duplication</li></ul>	\$5,000.00
<ul style="list-style-type: none"><li><b>Printing</b> Preschool library cards, 3000 @ .40 Color Brochure, \$1500 per 1000, 3000 copies</li></ul>	\$1,200.00 \$4,500.00
Tax and shipping	\$2,547.00
<b>4. Equipment</b>	<b>\$12,050.00</b>
LeapPad Learning Systems, 30 units @ \$40	\$1,200.00
LeapFrog My First LeapPad, 30 units @ \$35	\$1,050.00
LeapFrog + Writing, 30 @ \$60	\$1,800.00
Brain Boxes, 36 @\$100	\$3,600.00
Display Equipment	\$3,000.00
Tax & Shipping	\$1,400.00
<b>8. Library Collection Materials</b>	<b>\$14,600.00</b>
Leap Start Books, 33 @ \$15	\$495.00
Leap 1 & Leap @ Books, @ \$15	\$990.00
LeapPad Phonics, 10 @ \$200	\$2,000.00
My First Leap Pad Library, 28 @ \$15	\$420.00
Beginning Readers & Preschool ESL Materials	\$10,000.00
Shipping	\$695.00







**CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER  
RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS;  
LOBBYING; FEDERAL DEBT STATUS; AND NONDISCRIMINATION**

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award Federal funds to State Library Administrative Agencies.

**1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

As required by Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

- (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction, or in connection with a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- (d) have within a three-year period preceding this application/proposal had one or more public transactions (Federal, state or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**2. DRUG-FREE WORKPLACE REQUIREMENTS**

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;

- (b) establishing an ongoing drug-free awareness program to inform employees about:
  - (1) the dangers of drug abuse in the workplace;
  - (2) the grantee's policy of maintaining a drug-free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
  - (1) abide by the terms of the statement; and
  - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
- (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
  - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
  - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health law or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The applicant either shall identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for Federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

### **3. LOBBYING**

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and belief that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an

officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

#### 4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

#### 5. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

\_\_\_\_\_  
Signature of Authorizing Official

**Tempe Public Library**

\_\_\_\_\_  
Name and Title of Authorizing Official

**"1-2-3 Read Tempe!"**

\_\_\_\_\_  
Date

**231-3-2-(16)**

**FY-2003**

Federal Fiscal Year

Attest \_\_\_\_\_

City Clerk

Approved \_\_\_\_\_

City Attorney



**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

Attest \_\_\_\_\_  
City Clerk

Approved \_\_\_\_\_  
City Attorney